



**BUSINESS OF THE CITY COUNCIL
CITY OF MERCER ISLAND**

**AB 6345
October 3, 2023
Regular Business**

AGENDA BILL INFORMATION

TITLE:	AB 6345: 2023-2024 Work Plan Update	<input checked="" type="checkbox"/> Discussion Only <input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution
RECOMMENDED ACTION:	No action necessary. Receive report.	

DEPARTMENT:	City Manager
STAFF:	Jessi Bon, City Manager
COUNCIL LIAISON:	n/a
EXHIBITS:	1. 2023-2024 Work Plan Matrix 2. 2023-2024 Biennial Budget Work Plans by Department
CITY COUNCIL PRIORITY:	4. Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community.

AMOUNT OF EXPENDITURE	\$ n/a
AMOUNT BUDGETED	\$ n/a
APPROPRIATION REQUIRED	\$ n/a

EXECUTIVE SUMMARY

The purpose of this agenda item is to provide a written update to the City Council on the status of major work items from the 2023-2024 Biennial Budget (see Exhibit 1).

BACKGROUND

As part of the year-long process leading up to the adoption of the biennial budget, staff work with the City Council to develop priorities that guide the budget process and the City’s biennial work plan.

The City’s work plan is developed to meet legal (federal, state, and local) requirements as well as to achieve the City Council’s priorities. Below are the adopted City Council Priorities and primary areas of focus for the 2023-2024 biennium:

2023-2024 City Council Priorities
<p>Priority 1 - Develop data-driven economic development and retail plans and strategies to activate Town Center and other business areas.</p> <p>Priority 2 - Sustain and enhance our natural environment, especially parks and open spaces, to benefit this generation and others that follow.</p>

Priority 3 - Make once-in-a-generation investments to update and modernize aging infrastructure, capital facilities, and parks.

Priority 4 - Focus efforts and actions to be an environmentally and fiscally sustainable, connected, and diverse community.

In 2021, staff created a streamlined work plan tool to better visualize and track major work items, now commonly referred to as the Work Plan Matrix (see Exhibit 1).

Major work items from the 2023-2024 biennium, as well as any work items and projects that carried over from the previous year, have been incorporated into the Matrix. The last update to the 2023-2024 Work Plan Matrix was at the May, 23, 2023 Council Meeting ([AB 6256](#)). The full list of 2023-2024 Work Plan Items, as adopted in the biennial budget, is available in Exhibit 2.

ISSUE/DISCUSSION

2023-2024 Work Plan Updates and Changes

Highlights of Completed Work Items:

- The **City Manager's Office** evaluated the leadership structure of the Fire Department and successfully negotiated an agreement with Eastside Fire & Rescue to adopt a regional fire services model for providing fire and emergency services on Mercer Island beginning January 1, 2024.
- Six **Fire Department** employees completed training to become Red Card certified to assist with both Mercer Island and regional urban interface and wildland related emergencies.
- **Public Works** finalized the Climate Action Plan, which was adopted by the City Council in April 2023. Staff began work on implementing six early action items May 2023, including the development of an online greenhouse gas emissions dashboard and pilot program to test electric alternatives to gas blowers in City operations.
- Community Planning and Development finalized the **Business Code Zone Amendment** in Q2 2023.
- The **Mercer Island Municipal Court** completed a Court Security Assessment, in line with Washington State General Court Rule guidelines; however, the implementation of any assessment recommendations has been paused due to the closure of City Hall.
- The **Recreation Division** as of Q4 2023 is on track to exceed the rental performance goals for the year. The Division is also on track to exceed attendance goals for the year, including over 2,000 visits for drop-in programming in the fitness room and over 6,000 visits for drop-in sports.
- GIS staff in **Administrative Services** completed the GIS Utility Network Data Upgrade Project for the Water Utility as scheduled in Q2 2023. Staff will continue the work in-house for the GIS Utility Network Data upgrade for the Sewer and Stormwater Utilities.
- **Youth & Family Services** staff have completed their integration and expansion of Trauma-Informed Approaches (TIA) in the Department. This prepares and informs staff about the widespread impact of trauma and potential paths for recovery; recognizes the signs and symptoms of trauma in clients, families, staff, and others involved with the system; and responds by fully integrating knowledge about trauma into policies, procedures, and practices, and seeks to actively resist re-traumatization.
- The City signed a four-year funding acceptance agreement with the Mercer Island Youth and Family Services Foundation for increased annual support of \$515,000 for the **Youth & Family Services** Department's programming for 2023 through 2026.

Changes to Work Items:

- **Public Works and Finance** have determined that the Water Meter Replacement Project slated for completion by Q3 2024 will be delayed, with completion likely in Q4 2024. The project implementation/construction will be delayed due to supply chain issues with the meters, as well as completing additional permit requirements for the data collectors/antennas. Meter box preparation as well as other project work will continue while the materials are delivered, and final permitting is secured.
- The implementation of the **Supervisory Control and Data Acquisition Project (“SCADA” Project)** has been delayed. The Sewer SCADA Equipment Replacement project was awarded to Valley Electric Co. of Mt. Vernon on January 23, 2023, and notice to proceed issued on February 2nd, 2023. At a February 2023 progress meeting, Valley Electric indicated that certain critical items were experiencing exceptionally long lead times, with some items not expected until September of 2024 per the vendor. At this time, all items have been ordered, and Valley Electric continues to deliver product submittals, perform program QA/QC, schedule site visits, and finalize work plans; however, mobilization at the first pump station will not occur until September 2024. Anticipated completion date for the project is now November 2025, 13 months beyond the original contract completion date of September 2024.
- Staff are completing a cost analysis, reviewing interlocal agreements, and working with the Mercer Island School District (MISD) to draft a new **Master Facility Use Agreement** to include facilities shared/jointly maintained between the MISD and the City. This work is ongoing and expected to be completed by Q4 2024. This work has been delayed due to redirecting staff resources to assist with work items related to the closure of City Hall.
- On July 5, 2023, the City Council approved Resolution No. 1646 providing a supplemental scope and schedule for the Housing Element as part of the **2024 Comprehensive Plan Periodic Update** process. This supplement is responsive to guidance issued by the WA Department of Commerce for complying with HB 1220 as well as 2023 legislation including HB 1110 and HB 1337 setting new requirements for residential densities in cities and amending the requirements for accessory dwelling units (ADU).

New Work Items:

- **City Hall Closure.** The entirety of the City’s Work Plan for 2023-2024 has been affected by the closure of City Hall, which is impacting every department across the organization. The City Manager’s Office is managing the City’s response to the closure of the building and is sharing long-term facilities planning changes and updates with the City Council and staff. The City continues to track expenditures, manage obstacles created by the closure, and is working on solutions to the City Hall closure and future facility needs.
- **Implementing Fire and Emergency Services Agreement with Eastside Fire and Rescue (EFR).** On July 5, 2023, the City Council approved the contract with EFR for fire services to begin January 1, 2024. Staff teams are continuing work on the transition to ensure staff and equipment are ready by Q1 2024.

NEXT STEPS

The next update to the 2023-2024 Work Plan is scheduled for Q1 2024 and will be included as part of the City Council Planning Session.

RECOMMENDED ACTION

Receive report. No action necessary.